

CareerTech Information Management System (CTIMS)

K-12 Certification Collection Guidebook



December 2022

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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[Help and Troubleshooting](#)

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

IMPORTANT: Please log into CTIMS using the latest version of Microsoft Edge , Google Chrome , or Mozilla Firefox . CTIMS is currently not compatible with other browsers.

CTIMS Customer Support Contact

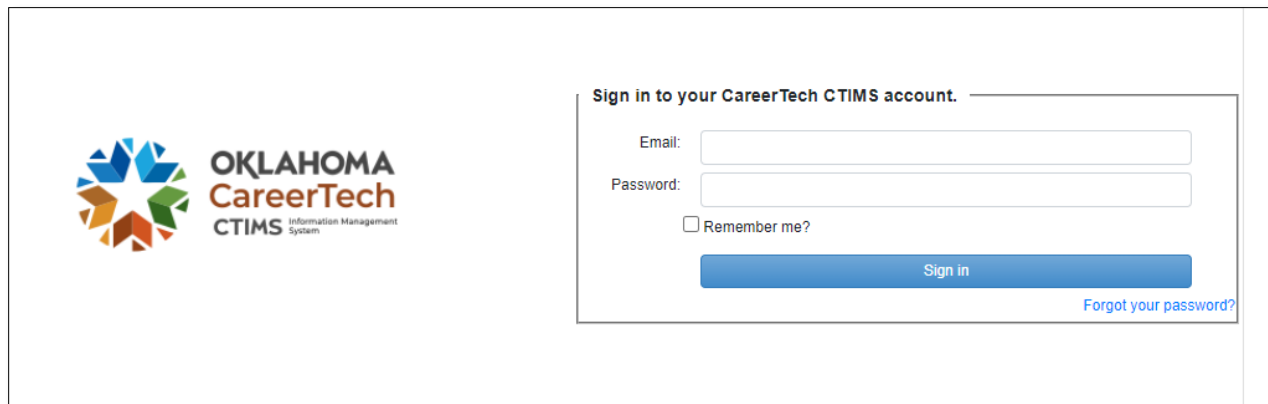
Rebecca Saxon

Office: (405) 743-5134

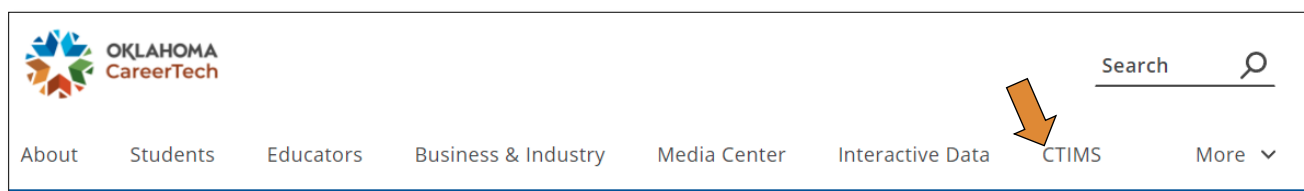
Email: CTIMSSupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



Or, go to [CareerTech \(oklahoma.gov\)](http://oklahoma.gov) and select the **CTIMS** tab.





On the CTIMS website, select the green **CTIMS Login** button.


CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email:
CTIMSSupport@careertech.ok.gov

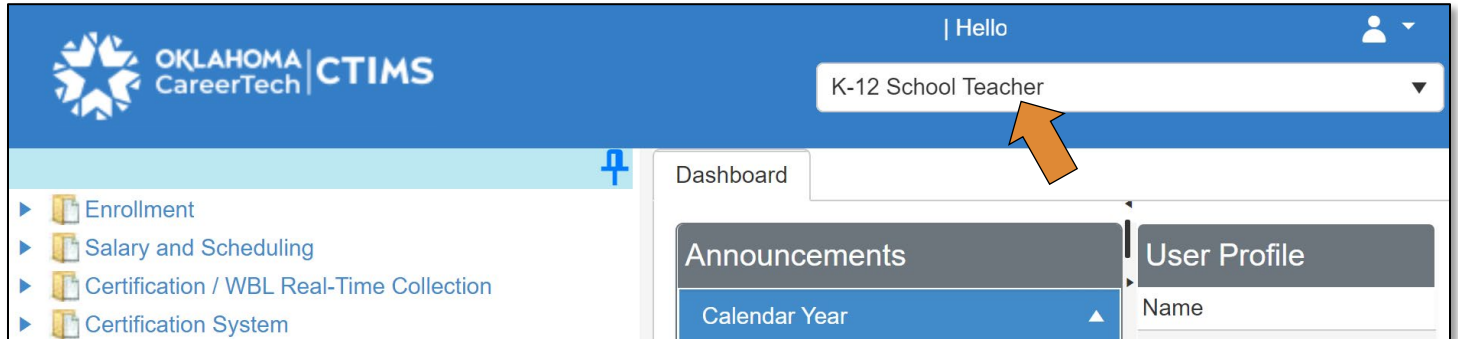
Microsoft Edge  , Mozilla Firefox  , or Google Chrome  are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS 

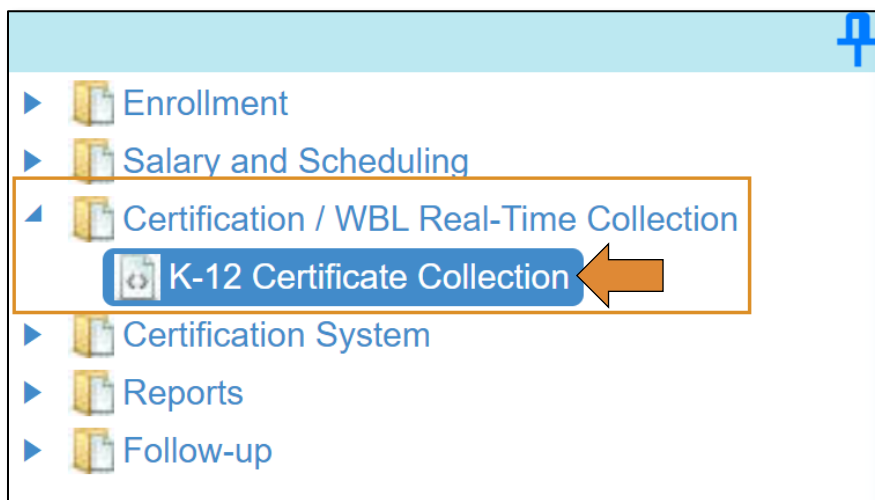
Entering Student Certifications

If any of your students take certification tests, you can update their record in CTIMS to indicate that they took the test and document whether they passed or did not pass.

Verify that you are signed in with the role of **K-12 School Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.



- Click the arrows next to **Certification / WBL Real-Time Collection**.
- Click on the **K-12 Certificate Collection** link.



Complete the Course **Comprehensive School Certification Collection** screen. The tagged numbers in the screen shot below corresponds to the instruction steps. The asterisks represent required fields.

- **Enrollment Calendar Year*** – should default to last year.
- **Current Calendar Year*** – should default to the current year.
- **Organization Type*** – should default to K-12 Schools.
- **Organization*** – should default to your school, if not, type the first 3 characters of your school and choose the correct option from the drop-down menu.
- **PID*** – should default to your PID.
- **Submitter Name*** – should default to your name.
- Click on the **Load Data** to load your student list.

This will bring up a list of your seniors from last year. You do not have to enter data for all your students, only those you want to input certifications. Search by the student using the filter button by student name.

- Find the student you need.
 - Highlight the row by clicking on the line with your school name and program name.
- Click on **Select & Continue**.

Comprehensive School Certification Collection

Enrollment Calendar Year* Current Calendar Year*

Organization Type* K-12 Schools Organization*

PID* 53507 Submitter Name* Andra Beyer

Element Type* Elementary Schools

Help Note:

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collected
High School						12		None	

- Fill in students **Email Address**.

Dashboard K-12 Certificate Collection Comprehensive Student Certification Collection

Comprehensive School Student Certification Collection

Enrollment Calendar Year* Current Calendar Year

Organization Type K-12 Schools School Name* High School

Student Information

Student Name Student Follow Up Process No.

STN Grade 12

Gender Date of Birth

Email Address*

Under the Certification Information section:

- If a student has taken a certification test, you will answer **Yes** on the certification test question.
- Click the **+Add Certification** button.
- Select the certification by clicking in the field under the Certification column. Type the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.

NOTE: Certifications are auto populated from the Approved Assessment List. If your certification is not available, please refer to the [Approved Assessment List](#) on our website.

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as **Test Passed**, **Test Not Passed**, or **Test Not Taken**.

Has the student taken a certification test? ☐ Yes ☐ No
If yes, input the certification information below *

Work Based Learning ?* ☐ Yes ☐ No

Certification Information for Enrollment Calendar Year " ".

+ Add Certificate X Remove Certificate Cancel changes

Certification	Cluster	Test Result
found		<input type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken
CIW Web Foundations Associate - 0300		
Construction Trades Foundation - 3053		

Architecture & Construction - AC
Agriculture, Food & Natural Resources - AG
Arts, Audio/Video Technology & Communications - AR
Business, Management & Administration - BA
Education & Training - ED
Energy & Power - EP
Finance - FN
Government & Public Administration - GP
Health Science - HI

Back to Summary Refresh Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

- Click the **Save** button.
- Then click **Next Student** and complete the process for each student.

IMPORTANT: Make sure you **Save** each student's information before navigating to another student.

- You can navigate to the next student by clicking on **Next Student**.

Has the student taken a certification test? ☐ No ☐ Yes
If yes, input the certification information below *

Work Based Learning ?* ☐ Yes ☐ No

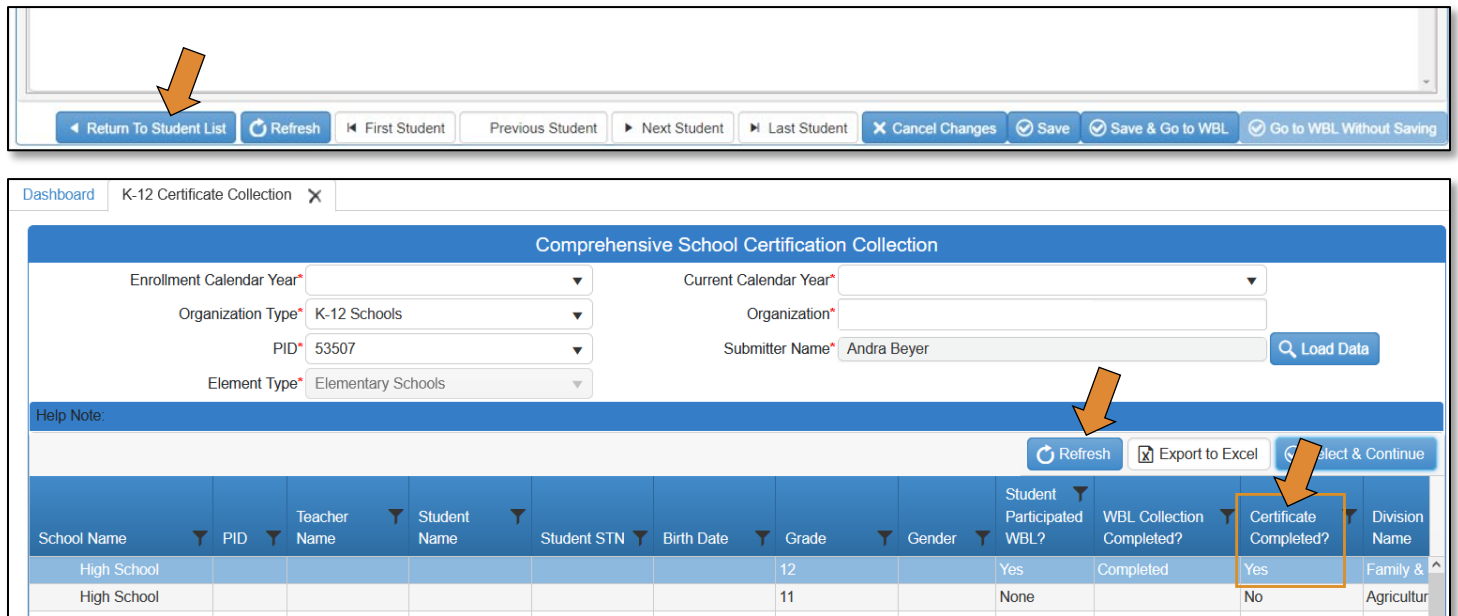
Certification	Cluster	Test Result
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Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

You will see a confirmation that student data was **Saved Successfully**.

Checking the Student's Certification Status

After you have updated all the certifications for your students that have taken certification tests, you can navigate back to the summary screen by clicking on **Return to Student List**. Hit the **Refresh** button. The students you have completed the certifications for will say **Yes** in the Certificate Complete Column.



Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

Dashboard K-12 Certificate Collection X

Comprehensive School Certification Collection

Enrollment Calendar Year* Current Calendar Year*
Organization Type* K-12 Schools Organization*
PID* 53507 Submitter Name* Andra Beyer Load Data
Element Type* Elementary Schools

Help Note: Refresh Export to Excel Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Certificate Completed?	Division Name
High School						12		Yes	Completed	Yes	Family & Agriculture
High School						11		None		No	Agriculture

CTIMS Helpful Hints

- You can flip between screens or tabs in CTIMS. Click on any tab at the top of your screen to toggle between them.
- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.

The screenshot shows the top of the CTIMS interface with three tabs: 'Dashboard', 'K-12 Certificate Collection', and 'Report Generation'. Two orange arrows point to the 'K-12 Certificate Collection' and 'Report Generation' tabs. Below the tabs is the 'Report Manager' section with a 'Select Report' form containing four dropdown menus: 'Module', 'Sub Module', 'Report Title', and 'Report Type/School Type'. Below the form is a table with a horizontal scroll bar. An orange arrow points to the scroll bar. The table has a header row and one visible row with the value '11'. At the bottom of the table are buttons: 'Back to Summary', 'Refresh', 'Select & Continue', and 'Continue Without Saving'. The bottom of the page shows a pagination bar with '100 items per page' and '1 - 34 of 34 items'.

- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.

This screenshot is similar to the one above, but with an additional orange arrow pointing to the 'X' icon on the right side of the 'Report Generation' tab, indicating how to close a tab.